

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **CULTURE PROMOTION AND EVENTS OFFICE**

### **Post Specification**

**Technical Officer[Re-advertisement]** (Ref. 97052)

### **Duties**

The appointee will be required to:

- (a) take charge in the day-to-day operation and management of the technical facilities of the Jockey Club Auditorium and the Chiang Chen Studio Theatre;
- (b) oversee the audio operation and design of all programmes held at the venues and perform other technical support services, including but not limited to stage management, lighting, film and other visual projection on a rotational basis;
- (c) ensure the proper repair and maintenance of all venue facilities;
- (d) liaise with venue hirers to resolve technical issues;
- (e) serve as an audio designer in the production team;
- (f) be responsible for all audio related matters in the planning and production of different scales of cultural events on or outside campus; and
- (g) perform any other duties as assigned by his / her supervisor or Head of Office.

He/She will be required to work on irregular hours during Sundays/public holidays.

### **Qualifications**

Applicants should have:

- (a) a recognised degree/diploma/certificate in Theatre and Entertainment Arts or a related discipline plus not less than three years of relevant experience in audio operation and design in performing venues OR five passes in HKCEE including English Language (at least Grade C if Syllabus A; Level 2 if results are obtained from 2007 onwards), Chinese Language (Level 2 if results are obtained from 2007 onwards) and Mathematics plus not less than eight years of experience in audio operation and design in performing venues;
- (b) knowledge of stage management, theatre lighting, sound, audio-visual and/or film projection;
- (c) good command of English and Chinese, proficiency in Putonghua will be an advantage;
- (d) good interpersonal skills; and
- (e) good computer literacy, with proficiency in AutoCAD 2008 Standalone version.

[Applicants who have responded to the previous advertisements on 27 March 2008 and 31 May 2008 and 19 June 2008 need not re-apply.]

**Re mune ration**

Salary offered will be commensurate with qualifications and experience. Applicants should state their current and expected salary in the application. Remuneration package will be highly competitive.

10 July 2008